

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Office of Personnel

District Personnel Manual Issuance System

DPM Instruction No. 3-5

This Instruction should be filed behind the divider for Part III of DPM Chapter (s) 3
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SUBJECT: Residency Preference for Employment

Date: April 23, 2004

NOTE: This instruction supersedes DPM Instruction No. 3-4, dated September 19, 2000; and rescinds DPM Instruction No. 9-16, dated May 27, 1999.

1. Purpose

The purpose of this instruction is to:

- a. Transmit a revised copy of the "Residency Preference for Employment" form, DC-2000RP (Attachment 1); and
- b. Reiterate the procedures to be followed by the D.C. Office of Personnel (DCOP) and selecting officials in applying residency preference in the merit staffing process.

2. Form DC-2000RP, "Residency Preference for Employment"

- a. A revised copy of the "Residency Preference for Employment" form is attached. This form is to be completed and submitted with the employment application by each individual who applies for a position in the Career Service, Legal Service other than the Senior Executive Attorney Service, Excepted Service (attorney positions only), or the Management Supervisory Service and each employee who applies for a competitive promotion in those Services.
- b. Except as provided in § 3 below, preference will be applied ONLY to qualified applicants who complete Form DC-2000RP by checking statement I, II, or V.
- c. The reverse of Form DC-2000RP provides applicants with facts on the residency preference system.

3. Determination of Entitlement to Residency Preference

- a. Preference is applied ONLY to qualified applicants who complete the Form DC-2000RP indicating that they are either:

Note: DPM Instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3]

Inquiries: DCOP, Management and Employee Services Administration (202) 442-9700

Distribution: Heads of Departments and Agencies, HR Advisors, and DPM Subscribers

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- (1) *Bona fide* residents of the District of Columbia who claim a preference; or
- (2) Entitled to be afforded a preference.

b. Entitlement to preference

- (1) Entitlement to preference will be afforded to pre-January 1, 1980 employees without a break in service; and former St. Elizabeths Hospital employees who accepted employment with the District government without a break in service effective October 1, 1987, and who have not had a break in service since that date, and only when at least one (1) applicant for the position claims a preference.
- (2) To minimize the possibility of the loss of the entitlement to preference, the appropriate staff within the DCOP is responsible for determining whether an applicant who did not fill out a claim form could be either a pre-January 1, 1980 employee or a St. Elizabeths employee as described in § 3(b)(1) above.
- (3) Verification of entitlement is to be accomplished by reviewing the applicant's official personnel folder (OPF), or requesting verification of the entitlement from an independent personnel authority, as applicable.
- (4) An employee entitled to preference who did not submit a Form DC-2000RP will be afforded preference as specified herein upon verification of entitlement through a review of the applicant's OPF.

4. Application of Residency Preference in the Merit Staffing Process

a. Unassembled Examinations (Form DC-2000 or Résumé)

- (1) Preference will be applied as follows to applicants and employees who claim preference on the basis of their current District residency:
 - (a) If at least one qualified outside applicant claims preference – 5 points are to be added to the rating and ranking score of each qualified applicant who claims preference, and to each qualified employee who claims preference (5 points + RP).
 - (b) If no qualified outside applicant claims preference – no points are to be applied to qualified employees who claim preference (only RP).
 - (c) If all applicants are current District government employees only – no points are to be applied to the score of qualified candidates who claim preference (only RP).
- (2) Preference will be afforded as follows to pre-January 1, 1980 employees and former St. Elizabeths Hospital employees as in § 3(b)(1) above who accepted employment without a break in service:

- (a) If at least one outside applicant claims preference – 5 points are to be added to the rating and ranking score of each qualified employee who is entitled to receive preference (5 points + RP).
 - (b) If no outside applicant claims preference and at least one post-January 1, 1980 employee claims preference – no points are to be applied to qualified employees who are entitled to receive preference (only RP).
 - (c) If no District of Columbia resident (outside applicant or post-January 1, 1980 employee) claims preference—no preference credit is to be applied (neither points nor RP).
- (3) Candidates ranked in the highest categorical ranking who claim preference or are afforded preference as provided in §§ 4a(1) and (2)(a) and (b) above, will have the designation “RP” placed next to their names and are to be listed ahead of non-preference candidates on the selection certificate. When there is more than one (1) RP candidate, they are to be listed alphabetically.
- b. Assembled Examinations (e.g., police officers, correctional officers, and firefighters)
- (1) Preference is applied in the hiring process (Entry-Level Examinations) as follows:
 - (a) Five (5) points are to be added to the score of qualified applicants who claim preference.
 - (b) When there is a tie in the numerical score, the preference candidates will have the designation “RP” placed next to their names and will be listed ahead of the non-preference candidates with the same score.
 - (2) Preference is applied in the promotion process (promotional examinations) as follows:
 - (a) No points are to be added to the score of preference candidates.
 - (b) When there is a tie in the numerical score, the preference candidates will have the designation “RP” placed next to their names and will be listed ahead of the non-preference candidates with the same score.
 - (c) In the case of preference candidates with identical numerical scores or non-preference candidates with identical numerical scores, ties will be broken as follows:
 - (i) In accordance with the provisions of any applicable collective bargaining agreement; or
 - (ii) In descending order beginning with the candidate whose Social Security Number has the highest last digit.

5. Responsibilities of Selecting Officials – Unassembled Examinations

- a. When a selecting official receives a selection certificate containing residency preference (RP) candidates and non-residency preference candidates, the selecting official must either:
 - (1) Select a residency preference (RP) candidate; or
 - (2) Return the selection certificate to the personnel office without action for cancellation of the vacancy announcement (the DCSF-52 that initiated the recruitment action will be returned to the originating office).
- b. There are no provisions for a waiver. A non-preference candidate shall not be selected when there is a residency preference (RP) candidate on the selection certificate.

6. Effective Date

This instruction is effective immediately.

Rosalind R. Inge
Interim Director of Personnel

Attachment: Form DC-2000RP, Residency Preference for Employment

The District of Columbia Government
Residency Preference for Employment
 (Attach to Employment Application)

NOTE: This form is to be filled out and submitted with each application for a position in the Career Service, Legal Service other than the Senior Executive Attorney Service, Excepted Service (attorney positions only), or the Management Supervisory Service. Preference, if applicable, will not be granted unless this form is completed and received at the time of application.

Name: _____ Social Security No.: _____
 (Print—Last Name, First Name, Middle Initial)

Position Applied for: _____ Vacancy Announcement No.: _____
 (Print)

CHECK ONLY ONE OF THE FOLLOWING STATEMENTS

I.
<input type="checkbox"/> I, the undersigned, am currently a District government employee whose service began on or before December 31, 1979 and has been continuous since that date. I understand that I will not be required to submit proof of, establish or maintain residency as a result of receiving preference.
II.
<input type="checkbox"/> I, the undersigned, am a former employee of the U.S. Department of Health and Human Services at St. Elizabeths Hospital who accepted employment with the District government, without a break in service, effective October 1, 1987. My service with the District government has been continuous since that date. I understand that I will not be required to submit proof of, establish or maintain residency as a result of receiving preference.
III.
<input type="checkbox"/> I, the undersigned, am not a bona fide District resident and I understand that I am not entitled to claim a residency preference.
IV.
<input type="checkbox"/> I, the undersigned, am a bona fide District resident and I do NOT claim a residency preference.
V.
<input type="checkbox"/> I, the undersigned, am a bona fide resident of the District of Columbia and claim a residency preference in applying for the position indicated above. My current address is _____ _____ I understand that, if selected for this position, I will be required to submit proof of bona fide District residency and to maintain bona fide District residency for a period of five (5) consecutive years from the date of appointment or promotion.

FOR OFFICIAL USE ONLY <input type="checkbox"/> Preference Applied <input type="checkbox"/> Preference Not Applied—State Reason _____ Personnel Office Representative

 Applicant's Signature

 Date (Month, Day, Year)

(SEE OVER)

FACTS ON RESIDENCY PREFERENCE

- An applicant for initial appointment with the District government in the Career Service, Legal Service other than the Senior Executive Attorney Service (SEAS), Excepted Service (attorney positions only), or the Management Supervisory Service who is a bona fide District resident AT THE TIME OF APPLICATION may claim a residency preference over a non-resident applicant.
- An employee who applies for a competitive promotion in the Career Service, Legal Service other than the SEAS, Excepted Service (attorney positions only), or the Management Supervisory Service and who is a bona fide District resident AT THE TIME OF APPLICATION may claim a residency preference.
- Residency preference is to be claimed by completing the front of this form and submitting the form with the employment application.
- A bona fide District resident who does NOT claim a residency preference AT THE TIME OF APPLICATION for initial appointment or competitive promotion, if found to be qualified, will be rated and ranked but WILL NOT receive any preference. If selected, the individual is not required to maintain bona fide District residency.
- Residency preference will be afforded as follows:
 - Five (5) points will be added to the rating and ranking score of each qualified applicant who claims a hiring preference upon application for initial appointment.
 - Except for promotional examinations (*e.g.*, police officers, firefighters, and correctional officers), five (5) points will be added to the rating and ranking score of each qualified employee who claims or is entitled to preference upon application for a competitive promotion, only when there is at least one (1) qualified outside applicant for the position who claims a preference.
 - Preference candidates, including those who do not receive preference points, will be selected ahead of equally qualified non-preference candidates.
- A person who claims a residency preference and is selected for the position must agree in writing no later than the date of appointment to maintain residency for a period of five (5) consecutive years from the effective date of his or her appointment. Failure to maintain bona fide District residency will result in forfeiture of employment.
- The requirement to maintain bona fide District residency is applicable ONLY to applicants and employees who claim a residency preference at the time of application for initial appointment or competitive promotion and are selected.
- Entitlement to preference: Any person who was employed by the District government on December 31, 1979, and who is still employed by the District government without having had a break in service of one (1) workday or more since that date; or, pursuant to the provisions of Public Law 98-621, any former employee of the U.S. Department of Health and Human Services at St. Elizabeths Hospital who accepted employment with the District government without a break in service effective October 1, 1987 and who has not had a break in service since that date, will be granted a residency preference upon application for a COMPETITIVE PROMOTION in the Career Service, Legal Service other than the SEAS, Excepted Service (attorney positions only), or the Management Supervisory Service, if at least one (1) qualified applicant for the position has claimed a residency preference. If selected, the employee is not required to establish or maintain bona fide District residency.
- An employee who is under a five-year (5-year) residency requirement and who claims a residency preference in applying for a competitive promotion, and is selected, will be required to begin a new five-year (5-year) residency requirement effective with the date of the new appointment.